



POLICY TITLE: E-mail Policy

POLICY PURPOSE: This policy outlines the expectations for the use of electronic mail at Fort Hays State University (FHSU).

BACKGROUND:

APPLIES TO: This policy applies to faculty, staff, students, and any other individual who uses FHSU email resources.

DEFINITIONS:

FHSU e-mail accounts: Any email account with a domain name ending in fhsu.edu. This includes Gmail accounts with the mail.fhsu.edu domain, and Exchange/Outlook accounts with the fhsu.edu domain.

System Users: Faculty, staff, students, official university affiliates, and any other individuals who use FHSU computing resources.

TigerNetID: Username assigned to System Users upon employment, acceptance to, or the beginning of a business relationship with FHSU

CONTENTS:

General Use and Ownership ..... 1
Faculty and Staff E-mail ..... 1
Student E-mail ..... 2
Internal and Restricted-Use Information ..... 2
Academic Freedom ..... 3

POLICY STATEMENT:

General Use and Ownership

FHSU e-mail accounts are to be used in compliance with FHSU policies and procedures, specifically the Acceptable Use of Computing Resources Policy and the Information Security Policy.

Faculty and Staff E-mail

Official FHSU e-mail accounts are provided for currently employed faculty and staff and certain University affiliates. The official FHSU e-mail account for faculty and staff is in the form [TigerNetID]@fhsu.edu. These accounts must be activated before the University can correspond with its faculty and staff using the official e-mail accounts. Faculty and staff official e-mail addresses will be included in directory information.

The official FHSU e-mail account is the only electronic mail platform for communicating University business. Faculty and Staff shall not request official correspondence regarding University business to be sent to a non-

FHSU email account. Official e-mail communications are intended only to meet the academic and administrative needs of the campus community.

All electronic notifications from the University are transmitted through the official FHSU e-mail account. Faculty and staff are expected to read, and shall be presumed to have received and read, all FHSU e-mail messages sent to their Official FHSU e-mail accounts. The University expects that such communications will be received and read in a timely fashion.

Faculty and staff are not to automatically forward their official @fhsu.edu e-mail to another vendor for themselves including their @mail.fhsu.edu Google account. Unauthorized automatic forwards will be removed by Technology Services.

Retiring faculty and staff may request to continue using and retain access to their FHSU email account. Retired faculty and staff that do continue using and retaining access to their FHSU email account are required to follow all FHSU policies and procedures in regard to their account usage.

### **Student E-mail**

Official University e-mail accounts are available for all enrolled students. The addresses are of the form [TigerNetID]@mail.fhsu.edu. These accounts must be activated before the University can correspond with its students using the official e-mail accounts. Students' official e-mail addresses will be included in directory information. As with other directory information, any student may request that access to his or her official e-mail address be restricted. When opting out of the University Directory, you are opting out entirely.

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time critical. Faculty will determine how electronic forms of communication such as electronic mail will be used in their classes and will specify their requirements in the course syllabus. Failure to check e-mail, error in forwarding mail, or e-mail returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via-email.

If a student wishes to have e-mail redirected from their official FHSU address to another e-mail address such as @hotmail.com or another @gmail.com address, they may do so, but at their own risk. The University will not be responsible for the handling of e-mail by outside vendors. Having e-mail redirected does not absolve a student from the responsibilities associated with official communication sent to his or her FHSU e-mail account.

After a student has left FHSU, whether by graduation, stop out, or any other reason, their FHSU email address will remain intact and accessible for approximately 1 additional year. After the 1-year grace period, former FHSU student email accounts will be disabled and no longer accessible. The disabling of former student accounts will occur on or after the 20<sup>th</sup> day of

enrollment of each spring and fall academic semester.

### **Internal and Restricted-Use Information**

Unencrypted email is not a secure method of communication and therefore must not be used to transmit Internal or Restricted-Use Information, as defined by the Data Classification Policy.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

#### **Academic Freedom**

No provision of this policy shall be construed so as to impose any limit to the academic freedom of faculty in their instructional, research or service activities.

**RELATED  
DOCUMENTS:**

**Policies:**

Acceptable Use Policy

Data Classification Policy

Information Security Policy

**Forms:**

**Other:**

**KEYWORDS:**

e-mail, electronic mail, information technology

**RESPONSIBLE  
OFFICE:**

Division of Technology Services

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

Assistant VP of Technology Services and CIO

**ORIGINATION DATE:** 3/2017

**CHANGE HISTORY:** Adopted by President's Cabinet 3/27/2024

Adopted by President's Cabinet 11/26/2018

Adopted by ELT 3/31/17